

## **CITY OF DORAVILLE**

### **Hiring Part-Time Municipal Court Judge(s)**

Part-time municipal court judge(s) needed 1-3 days a week in conformance with *Uniform Rules For The Municipal Courts of Georgia*. Should have substantive knowledge of traffic laws of State of Georgia, and in criminal law, traffic trial practice, and evidence; familiar with search warrant and arrest warrant applications; demonstrate ability to protect rights of pro se defendants and efficiently manage large court docket; should be able to articulate the principals of rehabilitative justice and sentencing theory. Understanding of the International Property Maintenance Code and zoning regulations is preferred. Must submit to background check and be GCIC eligible.

Applications are due by August 25 and require the following items: cover letter explaining your interest in the judgeship; resume to include education, legal work history and any significant accomplishments or community activities; a short analysis of your competencies as they relate to the preferred qualifications described for the judgeship.

Please submit your package to Riley McLendon, LLC, 3600 Dallas Hwy, SW, Suite 230-172, Marietta, GA 30064, Attn: Donna Geisinger, or email [DGeisinger@RileyMcLendon.com](mailto:DGeisinger@RileyMcLendon.com). The City of Doraville is an Equal Opportunity Employer.

## **CITY OF DORAVILLE**

### **Job Description and Preferred Qualifications for the Municipal Court**

#### **Judge(s)**

- 1) On a part-time basis preside in court one to three days per week in conformance with *Uniform Rules For The Municipal Courts of Georgia*.
- 2) Should have substantive knowledge of the traffic laws of the State of Georgia.
- 3) Should be familiar with search warrant and arrest warrant applications.
- 4) Should have substantive knowledge in criminal law, traffic trial practice, and evidence.
- 5) Should demonstrate ability to protect rights of pro se defendants and efficiently manage large court dockets.
- 6) Should be able to articulate the principals of rehabilitative justice and sentencing theory.
- 7) Must submit to background check and be GCIC eligible.
- 8) Understanding of the International Property Maintenance Code and zoning regulations is preferred.

#### **Please Include the Following**

- 1) Cover letter explaining your interest in the judgeship.
- 2) Resume to include education, legal work history and any significant accomplishments or community activities.
- 3) A short analysis of your competencies as they relate to the preferred qualifications described for the judgeship.
- 4) Please submit your package to Riley McLendon, LLC, 3600 Dallas Hwy, SW, Suite 230-172, Marietta, GA 30064, Attn: Donna Geisinger, or email [DGeisinger@RileyMcLendon.com](mailto:DGeisinger@RileyMcLendon.com).

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